

Performing Arts Center Board Minutes 08/19/2009

SIMSBURY PERFORMING ARTS CENTER BOARD
REGULAR MEETING
AUGUST 19, 2009

I. CALL TO ORDER

Dave Ryan called the meeting to order at 7:34 a.m. In addition to Mr. Ryan, Board members Leo Collins, Janet Goman, Ken Mason, and Greg Piecuch were present. Also in attendance were Gerry Toner, Director of Parks & Recreation Keith Distel, Venue Manager, Brandon Robertson, Director of Administrative Services, and Nancy Haase, EDC liaison.

II. APPROVAL OF MINUTES

Mr. Mason moved to approve the minutes of July 29, 2009. Mr. Collins seconded the motion. The motion passed unanimously.

III. REVIEW OF UNAUDITED FINANCIAL RESULTS

Prior to the meeting John Wilcox prepared financial statements as of July 31, 2009. These statements were reviewed by the Board and discussed. It was noted that, since July 31, over \$20,000 of revenue has been received which was not reflected in the statements. It was agreed that revised statements as of August 31 will be provided at the September PAC Board meeting. Mr. Distel reported that paid attendance for the six TMMF performances was 23,142. Paid attendance for the Cirque de la Symphonie performance was 1,382. These numbers will determine the final facility maintenance fee figures. In response to an inquiry, it was reported that the Hartford Symphony Orchestra has not yet made its final license fee payment. It was requested that, for purposes of preparing footnote 3 to the financial report,

salaried town employees also track their time in addition to hourly employees. Mr. Toner and Mr. Distel are responding to a letter received from Dean Adams and have a meeting scheduled for September 2.

IV. DISCUSSION AND POSSIBLE ACTION ON A PROCEDURE TO RECOMMEND TO THE BOARD OF SELECTMEN A 2009-2010 PAC MANAGER'S CONTRACT

There was consensus among the Board to issue a Request For Proposal for management services of the Performing Arts Center. The Board reviewed and discussed a draft RFP that Mr. Ryan prepared and circulated prior to the meeting. The only substantive change to the draft was to increase the response due date from two weeks to three weeks. Staff reported that the issuance of the RFP did not need to be authorized by the Board of Selectman.

Mr. Piecuch moved to issue a Request For Proposal for management services of the Performing Arts Center at Simsbury Meadows in a form substantially similar to the draft reviewed by the Board, as amended. Mr. Piecuch further moved to request that Mr. Toner review the proposals received, interview the candidates, and present up to three names to the PAC Board on or before September 30, 2009, for consideration and further action by the PAC Board. Mr. Collins seconded the motion. The motion passed unanimously.

V. DISCUSSION OF PAC GOVERNANCE ALTERNATIVES

The matter was tabled.

VI. DISCUSSION AND POSSIBLE ACTION ON REQUESTS TO USE THE PAC

The Board reviewed a request received by the Ray of Hope Foundation (Ray Allen) to utilize the facility for a Back to School

Health Fair on September 19, 2009. The Board and Staff discussed potential logistical issues concerning the use of the facility while soccer games were scheduled. It was agreed that these issues could be overcome, and responsibility to manage the logistics was delegated to staff.

Mr. Piecuch moved to approve the request and to recommend that the Board of Selectmen authorize the First Selectman to enter into a license agreement with the Ray of Hope Foundation contingent upon the payment of a \$2,500 license fee and an agreement by the licensee to coordinate with town staff concerning load-in, the start and end times of the Fair, and load-out. . The motion passed unanimously.

VII. SIMSBURY TOWN CENTER CHARRETTE SCHEDULE – DISCUSSION

Upcoming Charrette dates were noted. Board members were encouraged to attend given the fact that the Performing Arts Center is located within the study area of the Charrette.

VIII. OTHER BUSINESS

There was no other business before the Board.

IX. ADJOURNMENT

Mr. Collins moved to adjourn at 8:29 a.m. Mr. Mason seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Gregory W. Piecuch
Vice-Chairman